**Package Overview for Assessors**

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| **Training Package** | SIT 07 Tourism, Hospitality and Events |
| **Unit(s) /Elements to be assessed by this package:** | **SITXOHSOO2A - Follow workplace hygiene procedures**   1. Follow hygiene procedures and identify hygiene hazards 2. Report any personal health issues 3. Prevent food and other item contamination 4. Prevent cross contamination by washing hands |

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| **Package contents and information for assessors** | **Page**  **3** | The **Assessment Notice** includes the activity description and is provided to students. |
|  | **Page**  **4** | **Evidence portfolio sheet**  Use the evidence sheet by dating when you observe the student completing the nominated activities during practical tasks to the standard expected in the enterprise.  Note that students are required to demonstrate the criteria on a number of occasions. A copy of the evidence portfolio sheet should be provided to students on the back of their Assessment notice.  The evidence portfolio sheet is also used to collect evidence for Follow health, safety and security procedures. |
|  | **Page**  **5** | **Practical Observation checklist**   1. During nominated practical sessions observe the candidate completing each of the following:  * Following hygiene procedures while completing work tasks * Preventing food and other item contamination * Preventing cross contamination by washing hands  1. Use the observation checklist by signing and dating when you observed the student completing each aspect of the task to the standard expected in the enterprise.   Note that students are required to demonstrate the criteria on a number of occasions. |
|  | **Page**  **6** | **Cleaning program Observation checklist**   1. Over a series of practical sessions observe the candidate completing their set task within the group. 2. Record on the evidence portfolio sheet by signing and dating when you observed the student completing each aspect of the task to the standard expected in the enterprise.   Note that students are required to demonstrate the criteria on a number of occasions. |
|  | **Pages**  **7-10** | Unit test |
|  | **Pages**  **11- 14** | Unit test acceptable answers |
|  | **Page**  **15** | The **Assessment feedback sheet** should be completed by the assessor and provided to the student when all aspects of the task have been completed and additional verbal feedback and opportunities for re- assessment if necessary discussed.  A copy of the **evidence portfolio sheet** should be copied on the back of the Assessment notice. |
| **Equipment and/or resources required** |  |  |
| **Other comments** |  | It is recommended that this unit be delivered with the units Organise and Prepare food and Clean and maintain kitchen premises, during the first semester of study as it is underpins safe kitchen practise. |

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### Assessment Notice

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| **Training Package:** SIT 07 Tourism, Hospitality and Events | |
| **Assessor / Teacher:** | |
| **Unit of competency:**    **SITXOHSOO2A - Follow workplace hygiene procedures** | |
| **Observation:** a series of practical tasks throughout terms 1 and 2  **Short Answer Test :** forms part of the half yearly exam in term 2 |

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| **Part 1 Practical Observation**  You will participate in a number of practical tasks during terms 1 – 3. During these practical lessons you will be provided with the opportunity to demonstrate appropriate hygiene procedures and to participate as a team member in the cleaning program for the area in which you work.  You will be observed by your assessor during practical tasks in your role within the group for cleaning and this recorded on your evidence portfolio sheet. A copy of the evidence portfolio sheet is on the following page.  Your assessor will use an observation checklist for nominated practical tasks to record when you have met the appropriate hygiene procedures criteria. Before each nominated practical task your teacher will discuss the elements to be assessed.  Note that you are required to demonstrate the criteria on a number of occasions.  **Part 2 Unit Test**  You will be provided with a worksheet which must be completed during class time (approximately 30mins)  If you have trouble understanding the exercise please ask you teacher for assistance. The option of a verbal activity is available if required. |

# EVIDENCE PORTFOLIO

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Candidate name: |  | | | | |
| Unit of competency | SITXOHSOO2A - Follow workplace hygiene procedures  SITXOHS001A - Follow health, safety and security procedures | | | | |
| Instructions for the Student | | | | | |
| 1. Nominate each week a job for which you take responsibility ensuring your work area is clean and hygienic 2. During nominated practical tasks demonstrate appropriate hygiene procedures 3. Your assessor will place their initials and date in a box to show that you completed each aspect of the task to the standard expected in the enterprise. | | | | | |
| **Cleaning observation checklist** | | | | | |
| Did the candidate…. | | | | |
| consistently follow hygiene and safe work practices in completing tasks in accordance with enterprise standards and legal requirements? | |  |  |  |
| reduce cross contamination through appropriate safe work and cleaning practices? (sanitising, use of coloured chopping boards | |  |  |  |
| handle and dispose of waste to enterprise standard? | |  |  |  |
| handle and dispose of linen to enterprise standard? | |  |  |  |
| work co-operatively with colleagues in completing tasks and implementing personal and group responsibilities for hygiene practices? | |  |  |  |
| **Practical observation checklist** | | | | |
| Did the candidate…. | | | | |
| wash hands at appropriate times and follow hand washing procedures? | |  |  |  |
| identify potential hazards and take action to minimise or remove the risk within the scope of individual responsibility? | |  |  |  |
| consistently follow hygiene and safe work procedures in completing tasks in accordance with enterprise standards and legal requirements? | |  |  |  |
| apply personal hygiene including correct dress practices in accordance with enterprise standards? | |  |  |  |

# PRACTICAL OBSERVATION CHECKLIST

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Practical:  Date: / /  Assessor: | **During the demonstration of skills did the candidate**  **consistently meet enterprise performance standards for:** | ▪ Follow workplace hygiene procedures | - apply personal hygiene including correct dress practices in  accordance with enterprise standards | - prevent food contamination - different coloured chopping boards | - wash hands at appropriate times | ▪ Organise and prepare food |  |  |  | ▪ Clean and maintain kitchen premises |  |  |  | ▪ Safe work practices |  |  |
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**Cleaning program Observation Checklist**

**Term \_\_\_\_\_\_\_\_\_\_\_ Workspace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Week | Week | Week | Week | Week |
| Sanitise work area |  |  |  |  |  |
| Equipment area |  |  |  |  |  |
| Sink area |  |  |  |  |  |
| Weekly duty |  |  |  |  |  |
| Under bench |  |  |  |  |  |

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**SITXOHSOO2A**

**Follow workplace hygiene procedures**

**Unit test**

Section 1 Multiple choice

1. Cross-contamination is
   1. When a customer has an allergic reaction
   2. The rapid growth of microorganisms
   3. The transfer of microorganisms from one food or surface to another
   4. The failure to quickly put away groceries
2. The biggest cause of foodborne illness is
3. Employee snacking
4. Poor personal hygiene
5. A virus
6. Toothpicks
7. The temperature danger zone is
8. 5’c to 65’c
9. -1’c to 54’c
10. -6’c to 49’c
11. -12’c to 0’c
12. When washing your hands, you should vigorously rub them together
13. For at least ten seconds
14. For at least twenty seconds
15. Until you think they are clean
16. Until your nails are clean
17. If you feel sick at work, you should
18. Wash your hands more frequently but continue to work
19. Tell your supervisor immediately
20. Take some medication and hope you feel better
21. Not tell anyone and keep working
22. Wearing gloves allows you to
23. Minimise bare hand contact with ready to eat food
24. Work your entire shift without washing your hands
25. Handle raw and cooked foods at the same time
26. Scratch your face without contaminating food
27. Which of the following is an example of proper personal hygiene for a food handler?
28. Wearing clean clothes at work
29. Cleaning jewellery before wearing to work
30. Washing hands before applying nail polish
31. Wiping hands on an apron before handling food
32. Which of the following is a potentially hazardous food?
33. Package of bread rolls
34. Box of uncooked rice
35. Bottle of mustard
36. Raw chicken
37. Which of the following items must be cleaned and sanitised?
38. Walls
39. Ceilings
40. Chopping boards
41. Windows
42. Which of the conditions are optimal for the growth of food-poisoning bacteria?
43. Food, moisture, warmth and time
44. Sugar, warmth, liquid and warmth
45. Food, warmth, moisture and alkali conditions
46. Food, moisture, cool temperature and neutral Ph
47. When preparing a ham and tomato sandwich, which ingredient would be considered the most ‘at risk’ towards contributing to food poisoning?
48. Ham
49. Tomatoes
50. Margarine
51. Bread
52. Which of the following best describes sanitising?
53. Reducing micro-organisms to a safe level
54. Removing grease from the surface of equipment or utensils
55. Heating to 50’c for one minute to destroy all micro-organisms
56. Washing the surface with hot soapy water, and then drying with paper towel

Section 2 Match the Word

Match the following bacteria with the food it affects and the symptoms of food poisoning when the food is consumed.

Salmonella Staphylococcus Aureus Clostridium Perfringens

|  |  |
| --- | --- |
| **Bacteria** | **Food Affected and Symptoms** |
|  | This bacterium causes diarrhoea, nausea and abdominal pams. It may be found in gravies, meat pies, poultry and cooked meat. |
|  | This bacterium causes fever, diarrhoea, vomiting and abdominal pain. It may be found in fish, eggs and poultry. |
|  | This bacterium causes cramps, diarrhoea, vomiting, nausea and dehydration. It may be found in milk, sauces and fish. |

Section 3 Accept or Reject

For each of the following receiving situations, circle Accept for the items you would accept, and reject for the items you would reject.

1. Fresh fish with clear eyes, bright red gills, shiny skin and firm flesh

Accept Reject

1. Box of fresh chicken with an odor, soft texture and dark wing tips

Accept Reject

1. Fresh meat has a slimy sticky texture and the colour is brown

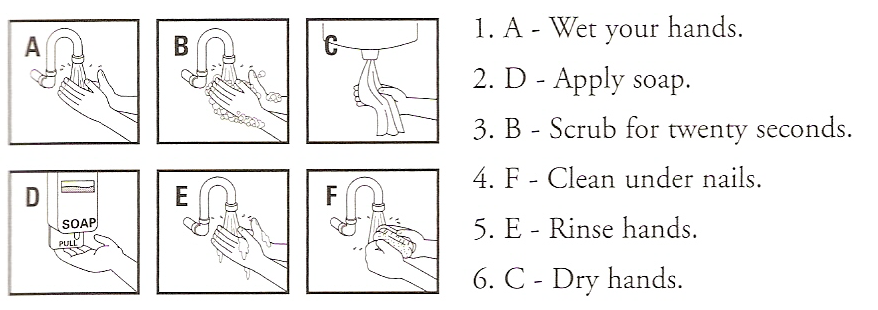
Accept Reject

1. Green leafy vegetables are limp and discoloured

Accept Reject

Section 4 Washing order

Number each step in the order you should perform it



A = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 5 What do you see?

Identify 4 things you find wrong with the employee below

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1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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Section 6 True or False

Place a X in the column indicating whether the statement is True or False

|  |  |  |
| --- | --- | --- |
| Statement | True | False |
| Environmental health officers ensure food enterprises administer the Food Act and regulations |  |  |
| The Food Act 2003 sets rules that an enterprise must follow in relation to food hygiene |  |  |
| HACCP stands for Hazard Analysis Critical Control Points |  |  |
| Hygiene laws and regulations relating to food handlers in NSW include the Food Act 2003 and prohibition orders |  |  |

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**SITXOHSOO2A**

**Follow workplace hygiene procedures**

**Unit test - Answers**

Section 1 Multiple choice

1. Cross-contamination is
   1. When a customer has an allergic reaction
   2. The rapid growth of microorganisms
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| **Clostridium Perfringens** | This bacterium causes diarrhoea, nausea and abdominal pams. It may be found in gravies, meat pies, poultry and cooked meat. |
| **Salmonella** | This bacterium causes fever, diarrhoea, vomiting and abdominal pain. It may be found in fish, eggs and poultry. |
| **Staphylococcus Aureus** | This bacterium causes cramps, diarrhoea, vomiting, nausea and dehydration. It may be found in milk, sauces and fish. |

Section 3 Accept or Reject

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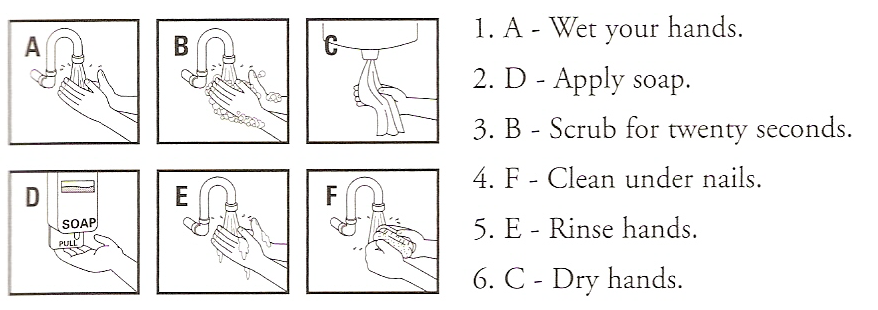
Accept Reject

1. Green leafy vegetables are limp and discoloured

Accept Reject

Section 4 Washing order

Number each step in the order you should perform it



A = 1

B = 3

C= 6

D= 2

E= 5

F= 4

Section 5 What do you see?

Identify 4 things you find wrong with the employee below

### 

Section 6 True or False

Place a X in the column indicating whether the statement is True or False

|  |  |  |
| --- | --- | --- |
| Statement | True | False |
| Environmental health officers ensure food enterprises administer the Food Act and regulations | X |  |
| The Food Act 2003 sets rules that an enterprise must follow in relation to food hygiene | X |  |
| HACCP stands for Hazard Analysis Critical Control Points | X |  |
| Hygiene laws and regulations relating to food handlers in NSW include the Food Act 2003 and Food Regulations 2004 | X |  |

Wyndham College VET Faculty



### Assessment Feedback

|  |
| --- |
| **Training Package:** SIT 07 Tourism, Hospitality and Events |
| **Assessor / Teacher:** |
| **Unit of competency:**    **SITXOHSOO2A - Follow workplace hygiene procedures**   1. Follow hygiene procedures and identify hygiene hazards 2. Report any personal health issues 3. Prevent food and other item contamination 4. Prevent cross contamination by washing hands |
| **Overall result:**  competent not yet competent |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence** |  |  | Date |
| Unit Test | satisfactory | not yet satisfactory |  |
| Observation / Evidence portfolio sheet | satisfactory | not yet satisfactory |  |

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| --- |
| **Assessor / Teacher Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: . |
| **Student Comment:**  **Signature:**  ……………………………………………………………………….. **Date**: |